

MINUTE ENTRY DISTRIBUTION AGREEMENT

It is agreed upon by the undersigned firm and the Clerk of the Superior Court to waive the provision of Rule 58(e), Arizona Rules of Civil Procedure, which requires the Clerk of Superior Court to mail copies of minute entries to parties; and that instead, the Clerk of Superior Court in and for Maricopa County will electronically transmit (e-mail) copies of minute entries to the firm at the e-mail address listed below. The firm agrees to notify the Clerk of Superior Court of any changes in this e-mail address procedure according to the provisions of Rule 5.1(b), Arizona Rules of Civil Procedure, as it relates to updating the attorney's mailing address.

Additionally, the Clerk of Superior Court will continue to send the firm paper copies of minute entries for thirty days after the first electronic delivery of minute entries. After thirty days, the Clerk of Superior Court will discontinue sending paper copies unless the firm specifically notifies the Clerk's Office of a desire to continue paper delivery. The notice must be in writing and should be sent to the address listed below.

It is understood that this Agreement can be revoked at anytime by providing written notice to the Clerk of Superior Court, Attention: Distribution Center, 201 West Jefferson, Phoenix, Arizona 85003, indicating the desire to again receive paper copies.

This Agreement is between the firm and the Clerk of the Court, and covers all attorneys who are members of that firm. Only the Clerk's Office and the attorney who has signed this Agreement on behalf of the firm will be able to modify it.

Please attach a list of attorneys associated with your firm and their bar numbers to this Agreement so that the Clerk's Office can update their attorney database.

Requirements to receive minute entries electronically:

- ◆ Existing e-mail must accept PDF formatted attachments
- ◆ Acrobat reader is required to read PDF formatted e-mail
- ◆ Only one e-mail address per Firm, Sole Practitioner, or Pro Per
- ◆ E-mail address must be fifty (50) characters or less

If you should have any questions about receiving minute entries electronically, please contact the Clerk's Office Information Technology Group Help Desk at 602-506-6077, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Signature: _____

Date: _____

NUMBER OF ATTORNEYS IN FIRM _____

WE WILL NEED A LIST OF BAR NUMBERS AND NAMES OF THE ATTORNEYS
IN YOUR FIRM BEFORE WE CAN PROCESS THIS AGREEMENT. PLEASE
INCLUDE THAT LIST WITH THE SIGNED AGREEMENT.

DATED this _____ day of _____, 20____.

SIGNATURE OF **MANAGING**
PARTNER OF FIRM

PRINTED NAME OF **MANAGING**
PARTNER OF FIRM

Firm Name

E-Mail Address (50 characters or less)

Mailing Address

Phone Number/Fax Number

Michael K. Jeanes
Clerk of the Superior Court

Please sign and return both pages of this form to: Distribution Center
Clerk of the Superior Court
201 W. Jefferson
Phoenix, Arizona 85003
Fax: 602-506-6690